



# City of Two Harbors

## POSITION DESCRIPTION

Class Title: Mechanic  
Department: Public Works  
Union: AFSCME  
Date: June 24, 2019

### GENERAL PURPOSE

The primary role for a mechanic is to perform all preventative maintenance and mechanical repairs to any equipment, tools, and vehicles utilized by the City of Two Harbors. This includes all City departments-and City owned vehicles.

The Mechanic position is responsible for maintaining and repairing City vehicles and equipment; conducts routine diagnostics and preventative maintenance repairs on gasoline, diesel powered, automotive, heavy and light construction, and other power-driven equipment; and performs a variety of technical and administrative tasks relative to assigned areas of responsibility.

### SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director and Assistant Public Works Director.

### SUPERVISION EXERCISED

None

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Schedules, conducts, and maintains records on preventative maintenance on equipment and tools used by the City.

Inspect, diagnose and locate mechanical difficulties on City automobiles, trucks, and a variety of gasoline and diesel-powered construction equipment.

Diagnose, maintain and repair electrical system components, ignition systems, computers, alternators, starters and batteries.

Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.

Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms and related parts and equipment.

Tune-up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control systems.

Repair, adjust and replace brake systems including wheel cylinders, master cylinders, disc pads, rotors and hydraulic and air brakes.

Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment; fabricate and modify tools as needed.

Diagnose and repair engine cooling systems.

Maintain and troubleshoot the onboard computer systems on all vehicles.

Estimate materials, and equipment required for jobs assigned; requisition materials as required.

Perform service calls on job sites or streets to perform minor repairs.

Coordinate with other departments for the repair of equipment; respond to questions from other departments.

Responsible for the obtaining quotes, ordering parts and purchasing of equipment maintenance parts and materials; contact vendors and suppliers to obtain parts and materials as needed; stock materials and supplies as necessary.

Inspect tire and wheel assemblies mounted on all City owned vehicles and equipment; determine the repair ability of wheels, tires and tubes; repair, remount, and balance tires on all City owned vehicles and equipment.

Perform safety and DOT inspections on all City vehicles and ensure all repairs have been completed before vehicle is released from garage – perform yearly faux DOT inspection on fire trucks.

Clean shop and properly dispose of discarded mechanical parts and materials; recycle appropriate shop by-products including oil, antifreeze, and oil/fuel filters.

Perform routine preventative maintenance of vehicles and equipment.

Attends local and out of town training as required.

Assists with snow removal as available or scheduled.

Perform other department duties or tasks as assigned when not performing primary duties.

#### REQUIRED MINIMUM QUALIFICATIONS

(A) High School Diploma or GED with some specialized training in mechanics, maintenance management, or a closely related field.

(B) Three (3) years of related experience, or

(C) Any equivalent combination of education and experience.

(D) Possession of a valid state driver's license and CDL Class A license with good driving history and record acceptable to the City's insurance carrier, or ability to obtain within six (6) months of hire.

#### PREFERRED QUALIFICATIONS

(A) DOT Certification for Inspections

(B) Diesel Engine experience or certificates

(C) Fabrication and/or welding experience

(D) Experience with heavy equipment operation

(E) Any additional mechanic certifications or relevant training

## NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

### Knowledge in:

1. Intermediate/Advanced Knowledge of: Operations, services and activities of a municipal full-service equipment maintenance and repair program.
2. Intermediate/Advanced Knowledge of operational characteristics of various equipment and tools used in the overhaul, repair and adjustment of gas and diesel powered, equipment.
3. Advanced knowledge in safe work practices and occupational hazards and standard safety practices necessary in the area of work assigned.
4. Advanced knowledge in the principles and procedures of hydraulic systems.
5. Intermediate knowledge and understanding State laws regulating, emission controls, brakes and lamps.
6. Advanced knowledge of the operation and care of internal combustion engines and hydraulic equipment. Fuel injection systems on gasoline and diesel engines.
7. General knowledge of other job functions and equipment within the public works department.

### Ability to:

1. Ability to work safely under a variety of situations and weather conditions.
2. Ability to work independently and demonstrate sound decision making skills
3. Ability to accurately determine mechanical repair needs and estimate the cost and time of repairs.
4. Operate office equipment including computers and supporting applications.
5. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.
6. Ability to meet deadlines and perform tasks within a reasonable timeframe;
7. Ability to learn and apply new methods and techniques related to this position;

### Skilled in:

1. Reading Skill: Reading and following written procedures of preventive maintenance related to automotive, heavy and light construction equipment – read manuals and electric schematics.
2. Advanced skills in computerized electronic diagnostic programs.
3. Intermediate skills in methods, materials, equipment and tools used in welding and fabrication work.
4. Intermediate skills in office procedures, methods, and equipment including computers and applicable software applications.

5. Skill in following directives and performing tasks that are timely, accurate, and of high quality.
6. Attention to detail.
7. High level customer service.

## TOOLS AND EQUIPMENT USED

Diagnostic tools, power and hand tools, jacks, hydraulic lifts, jib crane, pneumatic tools, motorized vehicles for testing purposes, welding and acetylene torches, personal computer (Excel Spreadsheet, emails, internet, etc.), smart phone, and radio systems.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with ADA disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand for prolonged times and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Depending upon area of assignment:**

Mechanic positions typically require: driving, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Work is performed in inside environment.

**Heavy Work:** Exerting more than 75 pounds of force occasionally, and/or up to 70 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces less than that for Sedentary Work and the worker sits most of the time, the job is rated for Heavy Work.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a shop and field environment; the employee is required to work in outside weather conditions. The employee can be exposed to cold, hot/warm temperatures, wet and/or humid conditions, vibrations, airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate and moderately loud when in the field.

## OTHER:

This position may require the staff to be called out in an emergency or public safety critical situation.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## MN GOVERNMENT DATA PRACTICES REQUIREMENT AND PENALTIES

Not public data are any data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

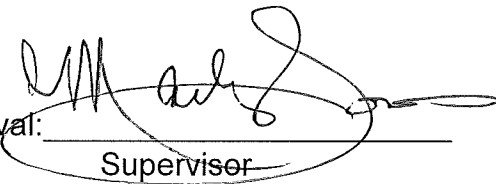
Not public data will be stored in files or databases, which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

Not public data must be kept only in City offices, except when necessary for City business.

Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain not public data. The employees will be instructed to:

- Not discuss, disclose, or otherwise release not public data to City employees whose job responsibilities do not require access to the data.
- Not leave not public data where non-authorized individuals might see it, and
- Shred not public data before discarding.

Pursuant to MN Statutes Section 13.09, as it may be amended from time to time, the knowing authorized acquisition of not public data is a misdemeanor and constitutes just cause for suspension without pay or dismissal of the employee.

Approval:   
Supervisor

Approval:   
Appointing Authority

Effective Date: June 24, 2019

Revision History: 1/1/94